

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a Full Council meeting of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:30 on 26 March 2024.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting.

Members of the public can join the meeting remotely via the following link:

<https://us02web.zoom.us/j/81200100409>. The

meeting can also be observed via YouTube on the following link:

https://youtu.be/SQ5u4_QGbVk.

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the Agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

S. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer

20 March 2024

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:30 on 26 March 2024

AGENDA

236. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

237. To receive and consider approval of apologies for absence from any Councillors not in attendance

238. Declarations and dispensations

238.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

238.2. To consider written requests for dispensations for interests and note dispensations granted

239. To consider the draft minutes and confidential note of the Full Council meeting on 27 February 2024 and the Extraordinary Full Council meeting on 5 March 2024

240. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

241. To consider any requests from Cllrs Christine Moore and John Murray to join any Committees

242. Finance and Governance

242.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 12 March 2024

242.2. To consider the following recommendations from the Finance and Governance Committee:

242.2a. To approve the hire arrangements for grounds maintenance vehicles, and budget allocation from £30,000 ring-fenced in general reserves 2024 – 2025

242.3. To receive and consider the following:

242.3a. 2023 – 2024 budget and reserves

242.3b. Any bank reconciliations

242.3c. Payments and income for the month ending 29 February 2024 and March 2024 to date (see schedules)

242.3d. Payments for approval

242.4. To consider renewal arrangements for the Town Council's insurance

243. Town Hall Project

243.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 14 March 2024

243.2. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:

243.2a. To receive and note a progress report from the Project Manager

243.2b. To consider a delegation to the Interview Panel appointed by the Town Hall Project Committee, to appoint to the position of Heritage Manager

243.3. To consider officers attending project design/construction meetings and making decisions on behalf of the Town Council, subject to same caveats which apply to delegations to the Project Committee

244. Marina Theatre

244.1. To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 7 March 2024

Lowestoft Town Council

Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:30 on 26 March 2024

- 244.2. To consider the following recommendations from the Marina Theatre Project Committee:
- 244.2a. To receive and note a progress report from the Project Manager
 - 244.2b. To ratify the decisions made by the Marina Theatre Project Committee meeting on 7 March 2024 and request more members to join the Committee
 - 244.2c. If appropriate, to consider an amendment to the Committee's Terms of Reference regarding membership
 - 244.2d. To consider a delegation to the Committee, including Marina Theatre Trustees, to accept East Suffolk Council's Memorandum of Understanding, without the need for a formal meeting
 - 244.2e. To consider officers attending project design/construction meetings and making decisions on behalf of the Town Council, subject to same caveats which apply to delegations to the Project Committee
- 244.3. To note amendments to the Towns Fund Agreement and consider a delegation to sign
- 244.4. To consider approval of the Project Management Services contract

245. Assets, Inclusion and Development

- 245.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 4 March 2024
- 245.2. To consider the following recommendations from the Community Safety Sub-Committee regarding recent vandalism to public toilets:
- 245.2a. To progress the lighting and CCTV recommendations from the Fen Park Design Out Crime Report, with coverage to include the play area and public conveniences, and consider localised lighting in the interim
 - 245.2b. To build in security and prevention measures for public toilet refurbishments going forward
- 245.3. To consider giving a delegation to the Assets, Inclusion and Development Committee to submit applications for District CIL funding to make improvements to play areas and assets
- 245.4. To consider a request from a tenant to install electric vehicle charging points (some aspects may be confidential)

246. Denes Oval

- 246.1. To receive an update on the pending condition survey of the Denes Oval pavilion, and use the findings of the survey to commission a schedule of works for refurbishment of the pavilion (some aspects may be confidential)
- 246.2. To consider the feasibility of applying for a Public Works Loan for refurbishment work to the Denes Oval pavilion and perimeter wall

247. Tennis Court Operator Model

- 247.1. To consider a recommendation from the Evaluation Panel (confidential)

248. Planning

- 248.1. To receive and note the draft minutes of the Planning Committee meeting on 14 March 2024

249. Climate and Ecological Emergency

- 249.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 18 March 2024
- 249.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
- 249.2a. To support the Climate and Ecology Bill
 - 249.2b. For policies to be reviewed in batches with common themes, to effectively cross-reference and identify where policies need to be combined or adapted to reduce

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duplication

249.3. To note expenditure on kittiwake nesting prevention measures at the Marina Theatre, and to consider compensation due to measures being ineffective

249.4. To consider protection measures for the Fen Park pond aeration device, within a maximum budget of £610 plus VAT

250. Personnel

250.1. To receive and note the draft minutes of the Personnel Committee meeting on 7 March 2024

250.2. To consider the following recommendations from the Personnel Committee:

250.2a. To not make the Essential Car User Allowance scheme permanent in its current form, after the one-year trial ends on 31 March 2024

250.2b. To adopt the following policies:

250.2bi. Training and Development (as amended)

250.2bii. Cycling and Use of Cycles for Town Council Business

250.2biii. Use of Town Council Vehicles

250.2biv. Absence from Work

250.3. To consider any interim staffing arrangements (confidential)

250.4. To consider staff terms and conditions for 2024/25 (confidential)

250.5. To consider the position on payments relating to the application of the Local Government Pay Award (confidential)

251. To consider the following legal matters (some aspects may be confidential):

251.1. To consider renewal of an existing tenant's lease (confidential)

251.2. Signing of the lease for Unit 2 (confidential)

251.3. To receive an update report on legal matters (confidential)

251.4. To consider land ownership in relation to the renewal of the allotments lease (confidential)

252. To receive feedback from the Quarterly Liaison Meeting with East Suffolk Council on 13 March 2024 and any points for the Town Council to action (some aspects may be confidential)

253. Outside bodies

253.1. To appoint a representative to attend the Access to Local Collections Stakeholder Meeting, and suggest other relevant local historical/heritage organisations to attend

253.2. To receive and note Cllr Patience's report of the Lowestoft Place Board meeting on 6 March 2024

253.3. To consider submitting a response to the consultation regarding the proposed Suffolk Devolution Plan

254. Date of next meeting

23 April 2024 at 18:30

Annual Assembly of the Town – 30 April at 18:00 (TBC)

Annual Meeting of Lowestoft Town Council - 21 May 2024 at 18:30

255. Items for the next agenda and close

256. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

256.1. Any matters, including those above as required